

**HUDSON PUBLIC LIBRARY  
AGENDA, JANUARY 23, 2002**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (NOVEMBER MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Thank-you from staff for bonuses and support.
  - b. Gas service in Library's name.
  - c. Terms approved by Hudson for Dot, Ellen & Sally (2006).
  - d. Condo Agreement.
  - e. New shelves up (*Fred Sarchet is another of our angels!*)
- 6. NEW BUSINESS:**
  - a. Summer reading program.
    1. Hire "part-time" story-teller during Summer Reading.
    2. Theme: *Reading-Rhythm-Rhyme.*
  - b. Amend budget (t-1 line \$3,000.00 with E-rate).
  - c. Senior Day @ library?
  - d. Trash removal for library.
  - e. Change time for meetings (5pm)?
  - f. Employee evaluations.
- 7. FOI:**
  - a. Patrons up 2500, circulation up 3083 from last year.
  - b. Changes & additions in financial report.
  - c. Total volume in library (books, videos, etc.) 12,005.
  - d. Subscriptions to Colorado Library Board.
- 8. ADJOURNMENT:**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
NOVEMBER 28, 2001**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 4:00 pm.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Virginia Swift, librarians Terri Redden and Bev Judd and Town Representative Judy McGill. Dot Sarchet was absent.

**MINUTES:** The minutes from the October meeting were approved with a motion by Joann and a second from Jan.

**FINANCIAL REPORT: Checking: \$4,211.01 Savings: \$70,181.03 CD: \$25,592.01.** The total bills for the month was \$1,911.07. A motion from Joann and a second from Virginia approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for October: 1343, Patrons: 951, Cards Issued: 10, Fines Collected: \$65.69, Book Sales: \$17.00, Copywork: \$16.00.

**OLD BUSINESS:**

- a. The board members began updating the "condo agreement" and quickly decided it would require more time than possible at this meeting, a *workshop* was set for January 5, 2002 to concentrate on the updating of the "condo agreement" between Edie Pittman and the library.
- b. The annual budget for the library (2002) was approved with a motion from Virginia and a second from Jan.

**NEW BUSINESS:**

- a. *Letters of Intent* from Ellen & Sally were given to Judy McGill to present to the Hudson Town Board for approval. Dot will hand deliver her letter. Ellen, Sally & Dot's terms expire December 2001.
- b. A motion from Sally and a second from Gail approved the purchase of a smaller Christmas tree for the library.
- c. The board approved an "after school program" on Wednesday afternoons for students.
- d. The building & contents insurance was tabled at this time.
- e. Terri asked for permission to buy three gift certificates for Lloyd, the courier, and cleaning lady. \$25.00 gift certificates were approved by Gail and a second by Sally.
- f. The board members also approved \$50.00 bonuses for the three librarians.
- g. The December meeting was cancelled by agreement from the board. The next meeting is scheduled for January 23, at which time the board will accomplish the annual *employee performance appraisals* for the three employees. The meeting will be held beginning at 3:30 at Joann Dunker's home with a potluck dinner following.

**CORRESPONDENCE:** Terri shared a letter from A.L.A. discussing the Freedom of Information Legislation being discussed at the national level.

**ADJOURNMENT:**

The meeting was adjourned with a motion from Ellen and a second from Sally at 5:45 pm.

**RESPECTIVELY SUBMITTED:** Virginia Swift, Secretary.

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES WORKSHOP  
JANUARY 5, 2002**

1. **CALL TO ORDER:** Ellen Korthuis called the workshop to order at 10:05 am.
2. **TRUSTEES PRESENT:** Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift. Jan Brunette was absent. *+Gail Copeland.*
2. The purpose of this "workshop" was to update the *Condo Agreement* between the library and the new owner of the eastern third of the building (Edie Pittman DBA Edie & Co. Metro Brokers). The Trustees began scanning each page of the *Condo Agreement* eliminating any item concerning George or Ruby Kennedy or their heirs. Also clarifying any confusing paragraphs with no relevance to the parties concerned. It was agreed Joann and Sally would work together to draft the final paperwork, let Edie browse through the agreement and make any changes she thought were relevant with the board's final approval following. The *Condo Agreement* would then be registered with the Weld County Clerk according to law.

**ADJOURNMENT:** The workshop was adjourned at 11:15 am.

**HUDSON PUBLIC LIBRARY  
AGENDA, FEBRUARY 20, 2002**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES (JANUARY MEETING)**

**3. APPROVE PAYMENT OF BILLS**

**4. LIBRARIANS REPORT**

**5. OLD BUSINESS:**

- a. Status of Condo Agreement - *extend 1 more month*
- b. Senior Day scheduled for March 12 from 10am-noon
- c. Goals for library staff *next month*

**6. NEW BUSINESS:**

- a. Jan Brunette resigning
- b. Lois Brown from High Plains to help "weed" non-fiction
- c. Retreat April 4-6, registration deadline Feb. 25 (Terri & Bev)

**7. ADJOURNMENT:**

*Post for new board member in library*

*make receipt  
for Keita*



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**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JANUARY 23, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:10 PM.

**TRUSTEES PRESENT:** Jan Brunette, Gail Copeland, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, librarians Terri Redden and Bev Judd. Town Representative Judy McGill was absent.

**MINUTES:** The minutes from the November meeting were approved with a motion by Dot and a second from Gail. The minutes from the *workshop* held January 5 were approved as amended (adding Gail Copeland's name to those present) by a motion from Joann and a second from Sally.

**FINANCIAL REPORT: Checking: \$5,591.26 Savings: \$63,581.60 CD: \$25,592.01.** The total bills for the month was \$1,671.63. A motion from Joann and a second from Virginia approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for 2 months: *November:* 926, Patrons: 766, Cards Issued: 8, Fines Collected: \$72.75, Book Sales: \$4.00, Copywork: \$10.25. *December:* 753, Patrons: 724, Cards Issued: 10, Fines Collected: \$52.40, Book Sales: \$14.60, Copywork: \$13.90.

**OLD BUSINESS:**

- a. A personal "thank-you" from the library staff for the Christmas bonuses and the support and help throughout the year.
- b. Terri reported the gas service has been switched to the library for billing purposes.
- c. Hudson Board of Trustees has approved the appointments of Dot, Ellen & Sally (2006).
- d. Joann & Sally are putting the final touches on the *condo agreement* between the library and Edie Pittmann. Hopefully will be ready for final approval in February.
- e. The additional library shelves were installed by Fred Sarchet (husband of Dot & another of our *library angels*).

**NEW BUSINESS:**

- a. Terri talked about the summer reading program. This year's theme is: *Reading-Rhythm-Rhyme*. She asked for permission to hire a part-time storyteller for 2 hours a week, eight weeks total. It will cost the library around \$160.00. A motion from Sally and a second from Virginia approved the request.
- b. The budget will have to be amended (utility line item). The fee for the T-1 line is \$3,000.00 *even with the E-rate*.
- c. The staff would like to begin a Senior Day @ the Library beginning in February. The board members all thought this would be a good idea.
- d. A motion from Gail and a second from Sally approved contracting with Gray Bros. Trash Removal for a Dumpster in the back of the building.
- e. Following a period of discussion the board agreed to change the meeting time to 5 PM to accommodate work schedules. A motion from Virginia and a second from Dot approved the motion.
- f. Prior to the meeting the board members met to accomplish the yearly employee evaluations. The board agreed after discussion to increase each employee \$0.50 an hour. The board president, Ellen Korthuis, will discuss the salary increase with each employee along with goals of each expected for this year.
- g. Terri talked about the increases in circulation (3,083 up from last year), patrons (up 2,500 from last year). The total volume of books, video, etc in library is now at 12,005.

**ADJOURNMENT:**

The meeting was adjourned at 6:05 PM. Following the meeting the board enjoyed a "pot-luck" dinner at the home of Joann Dunker. Thank you Joann for opening your home to your fellow board members and the staff.

**RESPECTIVELY SUBMITTED: Virginia Swift, Secretary.**

**HUDSON PUBLIC LIBRARY  
AGENDA, MARCH 20, 2002**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (FEBRUARY MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**

- next month*
- a. Status of Condo Agreement
  - b. Goals for library staff
  - c. Status on painting for outside of building.

**6. NEW BUSINESS:**

- table til next month*
- a. Service contract for copy machine? (Keenesburg's contract is \$389.00 yearly).
  - b. Curb & Gutter planned for summer.

**7. BOARD COMMENTS?**

**8. ADJOURNMENT:**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
FEBRUARY 20, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:10 PM.

**TRUSTEES PRESENT:** Jan Brunette, Joann Dunker, Sally Harms, Ellen Korthuis, Dot Sarchet, Virginia Swift, Town Representative Judy McGill and librarians Terri Redden and Bev Judd. Gail Copeland was absent.

**MINUTES:** The minutes from the January meeting were approved with a motion by Dot and a second from Joann.

**FINANCIAL REPORT: Checking:** \$7,577.72 **Savings:** \$56,123.35 **CD:** \$25,893.25. The total bills for the month was \$4,103.70. (This included two months of salaries, health insurance, etc.) A motion from Joann and a second from Sally approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for January: 1181, Patrons: 1020, Cards Issued: 30, Fines Collected: \$162.36, Book Sales: \$26.00, Copywork: \$14.00.

**OLD BUSINESS:**

- a. **Updating the *condo agreement* is tabled until March.**
- b. **A *senior day* is scheduled for March 12 (Tuesday) from 10:00 AM to noon.**
- c. **There will be a "sing-a-long" and goodies to eat.**
- c. **The library staff will work on personal goals for the library, they will submit them at the next meeting.**

**NEW BUSINESS:**

- a. **Jan Brunette submitted her resignation, she and her family are moving to Minnesota. Recruitment for a new board member begins. Terri will put flyers in the library, Post Office and Town Hall.**
- b. **Lois Brown from High Plains will be in the library in March to aid the staff in "weeding out" non-fiction books.**
- c. **Terri requested approval for Bev and her to again attend the yearly library Retreat April 4 through 6. A motion from Virginia and a second from Joann approved this request. Marci will be at the library during the open hours.**
- d. **A motion from Sally and a second from Dot approved the request to have Cindy Duncan present a cooking show for National Library Week April 20. The cost is \$150.00.**

**ADJOURNMENT:** a motion from Virginia adjourned the meeting at 6:00 PM

Respectfully submitted: Virginia Swift, secretary



**HUDSON PUBLIC LIBRARY  
AGENDA, APRIL 17, 2002**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (MARCH MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Condo agreement**
  - b. Service contract on copy machine**
  - c. Status on painting for outside of building, new painter?**
  - d. C&G Publishing here on Saturday (11:30 AM) for Nat'l Library Week.**
- 6. NEW BUSINESS:**
  - a. Landscaping plans (Leonard Roskop)**
  - b. Weld Library Technology Support Guidelines**
  - c. Book Sale May 6 through 11**
  - d. Sally Harms resignation letter**
  - e. Letters of Interest (Intent) from two people**
- 7. BOARD COMMENTS?**
- 8. ADJOURNMENT:**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MARCH 20, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:10 PM.

**TRUSTEES PRESENT:** Gail Copeland, Sally Harms, Ellen Korthuis, Virginia Swift, Town Representative Judy McGill and librarians Terri Redden and Bev Judd. Joann Dunker and Dot Sarchet were absent.

**MINUTES:** The minutes from the February meeting were approved with a motion by Sally and a second from Ellen.

**FINANCIAL REPORT:** **Checking:** \$5,101.55 **Savings:** \$69,674.09 **CD:** \$25,893.25. The total bills for the month was \$1,874.45. A motion from Virginia and a second from Gail approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for February: 1065, Patrons: 1134, Cards Issued: 24, Fines Collected: \$78.20, Book Sales: \$15.00, Copywork: \$16.75.

**OLD BUSINESS:**

- a. Updating the *condo agreement* is tabled until April.
- b. Staff submitted their yearly goals to library board.
- c. Terri has been in contact with the painter, he "assures" her he will complete painting the building as soon as weather permits.

**NEW BUSINESS:**

- a. Terri asked for input from the board about a service contract for the copy machine. The cost is \$260.00 per year. The board asked her to check into all the contract includes (toner?) and report at next months meeting.
- b. Terri has been discussing the curb & gutter project with the town; they will pour curb and gutter in the summer (south side). She asked if the board wanted to wait until after this was done to do anything about sidewalks, landscaping? The board agreed to wait until after curb & gutter is installed.
- c. There have been a couple of inquires about the vacancy on the library board but so far no "letters of intent".

**ADJOURNMENT:**

The meeting was adjourned at 5:45 PM with a motion from Virginia and a second from Gail.

Respectively Submitted: Virginia Swift, secretary.

**HUDSON PUBLIC LIBRARY  
AGENDA, MAY 15, 2002**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (APRIL MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Welcome new library board members: Cathy Bollers & Judy McGill.**
  - b. Sign the condo agreement (with Edie Pittmann)?**
  - c. Bid for painting library building**
  - d. Further discussions with Leonard Roskop about landscaping**
  - e. Possible grant from town for concrete sidewalks**
- 6. NEW BUSINESS:**
  - a. Status on computers in library**
  - b. New software for computer (Microsoft 2000)**
  - c. Book Sale results**
  - d. Town liasion suggestions**
- 7. BOARD COMMENTS:**
- 8. ADJOURNMENT:**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
APRIL 17, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:00 PM.

**TRUSTEES PRESENT:** Gail Copeland, Joann Dunker, Ellen Korthuis, Dot Sarchet, Virginia Swift, Town Representative Judy McGill and librarians Terri Redden and Bev Judd.

**MINUTES:** The minutes from the March meeting were approved with a motion by Gail and a second from Joann.

**NEW BUSINESS:**

- a. the board digressed from the normal agenda to hear from Leonard Roskop (President of Hudson Chamber of Commerce) who is interested in helping the library in replacing the sidewalk and landscaping the south side of the Building. After he presented his ideas he was asked to put together a proposal for the May meeting with the approximate costs involved. Leonard added the Chamber may be willing to help with some of the funding of this project or at least find others who would be willing to help both with funding and "in-kind" work. A motion from Joann and a second from Dot approved the idea.

**FINANCIAL REPORT:** Checking: \$5,887.35 Savings: \$82,043.88 CD: \$25,893.25. The total bills for the month was \$6,870.78 (yearly insurance premiums were paid this month). A motion from Virginia and a second from Gail approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for March: 1402, Patrons: 1098, Cards Issued: 21, Fines Collected: \$82.39, Book Sales: \$7.25, Copywork: \$11.25.

**OLD BUSINESS:**

- a. The condo agreement will be signed in May, Edie has no problem with the revised edition. Judy McGill will bring her notary seal to the meeting.
- b. A motion from Virginia and a second from Joann denied the approval for a "service contract" on the copier.
- c. The board agreed to give the painter until April 20<sup>th</sup> to respond, if he doesn't Terri will seek other bids for the unfinished job.
- d. Terri has contracted with C&G Publishing to provide a cooking Presentation on Saturday, April 20 to coincide with the last day of National Library Week.

**NEW BUSINESS:**

- a. Terri introduced the Weld Library Technology Support Guidelines. Marcus Selby is the Computer Technician who will provide support to the member Libraries.
- b. The library will have a *book sale* May 6 through 11. Terri plans on two *book sales* a year.
- c. A motion from Joann and a second from Dot sadly accepted Sally Harm's resignation from the library board.
- d. Three letters of interest have been submitted for two vacancies. With a motion from Virginia and a second from Joann, Neva Andrews from Lochbuie and Judy McGill from Hudson were approved to fill the vacancies.

**The recommendations will be forwarded to the Hudson Board of Trustees for final approval.**

**ADJOURNMENT:**

The meeting was adjourned at 6:25 PM with a motion from Joann and a second From Dot.

Respectively Submitted: Virginia Swift, secretary.

**HUDSON PUBLIC LIBRARY  
AGENDA, JUNE 19, 2002**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (MAY MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Town liaison: Trustee Karla Huston?**
  - b. Progress report on painting library building, repairs?**
  - c. Status on cement work & landscaping?**
  - d. Updates on Summer Reading Program.**
  - e. Signed condo agreement, has it happened?**
- 6. NEW BUSINESS:**
  - a. Memorial for Craig Judd in or from library?**
  - b. Usborne Book Fair information.**
- 7. BOARD COMMENTS:**
- 8. ADJOURNMENT:**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
MAY 15, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:00 PM.

**TRUSTEES PRESENT:** Kathy Bollers, Gail Copeland, Joann Dunker, Ellen Korthuis, Judy McGill, Dot Sarchet, Virginia Swift, librarians Terri Redden, Bev Judd and Trustee Karla Huston from the Town of Hudson.

**MINUTES:** The minutes from the April meeting were approved with a motion by Dot and a second from Joann.

**FINANCIAL REPORT: Checking: \$5,406.48 Savings: \$121,580.64 (Moneymarket) CD: \$26,188.10.** The total bills for the month was \$5,177.02. A motion from Joann and a second from Gail approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for April : 1280, Patrons: 1137, Cards Issued: 17, Fines Collected: \$128.48, Book Sales: \$.50, Copywork: \$12.75.

**OLD BUSINESS:**

- a. **Two new library board members were welcomed: Cathy Bollers and Judy McGill.**
- b. **Joann will get together with Edie to sign the condo agreement, she has other meetings on Wednesdays and can't get to the library board meeting.**
- c. **Terri submitted a proposal for painting the library building (outside) from Jerry Van Riper. For labor and materials \$1950.00. A motion from Virginia and a second from Judy approved the proposal. He plans on painting over weekends. Terri will also talk to him about painting the back porches and repairing the screens.**
- d. **Discussion followed about landscaping and cement work, no decisions at this time, will wait to hear from Leonard R. and the town concerning the cement work.**

**NEW BUSINESS:**

- a. **A motion from Virginia and a second from Joann approved the purchase of Microsoft 2000 software and a new scanner for computer.**
- b. **The Book Sale held in May brought in \$130.00. Terri plans on another one later in the year.**
- c. **The board will discuss suggestions for the "town liaison" at the next meeting.**

**ADJOURNMENT:**

The meeting was adjourned at 6:00 PM with a motion from Joann and a second From Gail.

Respectively Submitted: Virginia Swift, secretary.



## **HUDSON PUBLIC LIBRARY AGENDA, JULY 17, 2002**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (JUNE MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Prices on bike rack and bench for outside.**
  - b. Proposal from Leonard Roskop concerning landscaping.**
  - c. More information on Osborne Book Fair**
  - d. Town is letting out bids for curb& gutter (sidewalk included)**
- 6. NEW BUSINESS:**
  - a. "Wrap-up party" for Summer reading program. Request to close the library for a picnic in the park (10:30-1:00) on July 25.**
  - b. Greeley Library will move on August 26. Computers for entire district will be down. Permission to close on that day.**
  - c. Permission to use Carrie during the month of August as storyteller on Thursdays.**
  - d. Do we want to have "street delivery" of mail or retain P.O.Box?**
- 7. CORRESPONDENCE: A note from Bev Judd**
- 7. BOARD COMMENTS:**
- 8. ADJOURNMENT:**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JUNE 19, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:00 PM.

**TRUSTEES PRESENT:** Kathy Bollers, Gail Copeland, Joann Dunker, Ellen Korthuis, Judy McGill, Dot Sarchet, Virginia Swift, librarians Terri Redden, Marcie Weeks.

**MINUTES:** The minutes from the May meeting were approved with a motion by Dot and a second from Joann.

**FINANCIAL REPORT: Checking:** \$4,752.90 **Savings:** \$122,533.61 (Moneymarket) **CD:** \$26,188.10. The total bills for the month was \$6,829.22. A motion from Virginia and a second from Joann approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for May: 1162, Patrons: 997, Cards Issued: 18, Fines Collected: \$87.23, Book Sales: \$136.50, Copywork: \$13.25.

**OLD BUSINESS:**

- a. Judy McGill affirmed that Trustee Karla Huston would be the town's liaison for the library. It was approved at their last board meeting.
- b. Jerry Van Riper is making progress painting the outside of the library building. The board would like him to paint the back staircases and repair the screens on the storm doors facing north. A motion from Virginia and a second from Dot approved the project.
- c. There is nothing to report on the cement work and landscaping, we are waiting for Mr. Roskop's proposal.
- d. As of this date there are 150 youth signed up for the summer reading program. Terri reports it is going well.
- e. Joann had the signed and notarized condo agreement. She will see it is registered with the Weld County Clerk & Recorder. We will also begin depositing funds into the maintenance fund. Statements will be sent to Edie for her share of this fund.

**NEW BUSINESS:**

- a. Discussion about a memorial from Craig Judd was tabled until the next meeting but the consensus is to purchase a bench outside the library in his honor.
- b. The board talked about purchasing a bike rack for the library, Judy McGill will look at some catalogs and have more information at the next meeting.
- c. Concerning the *Usborne Book Fair*, the board would like more information before making an informed decision.

**ADJOURNMENT:**

The meeting was adjourned at 6:00 PM with a motion from Joann and a second from Dot.

Respectively Submitted: Virginia Swift, secretary.

# **HUDSON PUBLIC LIBRARY**

## **AGENDA, JULY 17, 2002**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (JULY MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Information on meeting with Leonard Roskop and perhaps a proposal on landscaping and cement work?**
- 6. NEW BUSINESS:**
  - a. Platte Valley Bank would like to help with costs on landscaping need to compose a letter to the bank.**
  - b. Information on new library in Greeley from Terri**
- 7. BOARD COMMENTS:**
- 8. ADJOURNMENT:**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
JULY 17, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:00 PM.

**TRUSTEES PRESENT:** Kathy Bollers, Gail Copeland, Joann Dunker, Ellen Korthuis, Judy McGill, Dot Sarchet, Virginia Swift, Trustee Karla Huston from the Town of Hudson and librarians Terri Redden, Bev Judd.

**MINUTES:** The minutes from the June meeting were approved with a motion by Gail and a second from Joann.

**FINANCIAL REPORT: Checking:** \$4,805.01 **Savings:** \$121,991.52 (Moneymarket) **CD:** \$26,188.10. The total bills for the month was \$4,855.75. A motion from Virginia and a second from Judy approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for June: 1288, Patrons: 1053, Cards Issued: 26, Fines collected: \$60.95, Book Sales: \$2.00, Copywork: \$17.50.

**OLD BUSINESS:**

- a. The board spent some time discussing both the bike rack (what size & where to put it) and a memorial bench for Craig Judd (where to place it). After measuring and discussing it was tabled until the next month's meeting.
- b. The proposal from Leonard Roskop concerning the landscaping and sidewalks was studied and the consensus followed to request more detailed information from him, it too was tabled until the following meeting in August.
- c. The board talked about the Usborne Book Fair, is it something the library wants to be involved in? The type of books, the possibility of setting a precedence? After a period of discussion a motion from Virginia and a second from Kathy approved the question.
- d. Terri advised the Town of Hudson is opening bids for the curb & gutter work. (Leonard Roskop will be asked to submit a bid).

**NEW BUSINESS:**

- a. Terri asked for permission to close the library on <sup>July</sup> ~~July~~ 25 for three hours allowing the entire staff to participate in the "wrap-up" picnic for the summer Reading program in the park. A motion from Joann and a second from Dot approved the closure.
- b. The computers will be "down" on August 26, can the library be closed on that day also? A motion from Virginia and a second from Judy approved the request.
- c. A motion from Dot and a second from Joann approved using Carrie during August as "story-teller" on Thursdays.
- d. The board voted to continue to use the P.O.Box instead of street delivery with a motion from Virginia and a second from Joann.

**CORRESPONDENCE:** A thank-you card from Bev Judd was shared with the board.

**ADJOURNMENT:** Dot, Joann & Gail made a motion to adjourn at 6:35 PM  
Respectively Submitted: Virginia Swift, secretary.

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## HUDSON PUBLIC LIBRARY

### AGENDA, SEPTEMBER 18, 2002

1. CALL TO ORDER
2. APPROVAL OF MINUTES (AUGUST MEETING)
3. APPROVE PAYMENT OF BILLS
4. LIBRARIANS REPORT
5. OLD BUSINESS:
  - a. Letter to Platte Valley Bank (Cathy Bollers)
  - b. Sidewalk, etc.
6. NEW BUSINESS:
  - a. 2003 budget preliminary work
    1. bookcase with locking glass doors for old books?
  - b. Change meeting date?
7. BOARD COMMENTS:
8. ADJOURNMENT



*Denise*

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
AUGUST 21, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:00 PM.

**TRUSTEES PRESENT:** Kathy Bollers, Gail Copeland, Ellen Korthuis, Dot Sarchet, Virginia Swift, Trustee Karla Huston from the Town of Hudson and librarians Terri Redden, Marcie Weeks. Joann Dunker and Judy McGill were absent for this meeting.

**MINUTES:** The minutes from the July meeting were approved with a motion by Kathy and a second from Gail.

**FINANCIAL REPORT:** Checking: \$5,727.20 Savings: \$117,558.07 (Moneymarket) CD: \$26,372.92. The bills for the month were \$4,240.45. A motion from Virginia and a second from Gail approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for July: 1388, Patrons: 1083, Cards Issued: 12, Fines collected: \$109.64, Book Sales: \$5.25, Copywork: \$10.85.

**OLD BUSINESS:**

- a. Leonard Roskop again submitted a bid for the sidewalks and landscaping project totaling \$8,100.00. Joann had a written vote for accepting a "reasonable bid" somewhere between \$5500 and \$7000. Following a period of discussion it was agreed to accept the first two items on the proposal for a total of \$4,800.00. A motion from Dot and a second from Gail approved the first two items. Terri will work on contacting the elusive Mr. Roskop.
- b. Joann has recorded the condominium agreement in Greeley; our copy is now in the safe at the library.

**NEW BUSINESS:**

- a. Platte Valley Bank has expressed some interest in helping with our landscaping and sidewalk project. Cathy volunteered to write a letter to the bank asking for their help.
- b. Terri shared information about the new library in Greeley, talked about the Web-pac site showing some construction photos of the new library.
- c. Joann talked to Platte Valley Bank about opening a "money market" Account for the maintenance account. Because we need \$1,000.00 to open the account Joann asked if we could put September's amount in now (less transactions)? A motion from Virginia and a second from Ellen approved this deposit.

**ADJOURNMENT:** The meeting was adjourned at 6:00 with motions from Virginia, Gail and Ellen.

Respectively submitted: Virginia Swift, Secretary.



**HUDSON PUBLIC LIBRARY**  
**AGENDA, OCTOBER 23, 2002**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES (SEPTEMBER MEETING)**
- 3. APPROVE PAYMENT OF BILLS**
- 4. LIBRARIANS REPORT**
- 5. OLD BUSINESS:**
  - a. Increases in two Budget Items**
- 6. NEW BUSINESS:**
  - a. Jim Landeck (Hudson's Town Administrator) talking about personnel issues.**
  - b. Donation from Platte Valley Bank for landscaping project.**
    - 1. Send thank-you to the bank.**
  - c. FYI: Hudson Library loaned out more books than we borrowed last year.**
  - d. Catholic charities: a pilot program for indigent travelers, etc.**
- 7. ADJOURNMENT**



**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
SEPTEMBER 18, 2002**

**CALL TO ORDER:** Joann Dunker called the meeting to order at 5:10 PM standing in for Ellen Korthuis this month.

**TRUSTEES PRESENT:** Kathy Bollers, Gail Copeland, Joann Dunker, Dot Sarchet, Virginia Swift, Trustee Karla Huston from the Town of Hudson and librarians Terri Redden and Bev Judd. Ellen Korthuis was absent for this meeting.

**MINUTES:** The minutes from the August meeting were approved with a motion by Judy and a second from Dot.

**FINANCIAL REPORT: Checking:** \$6,209.88 **Savings:** \$136,739.76 (Moneymarket) **CD:** \$26,372.92. The bills for the month were \$4,007.68. A motion from Virginia and a second from Dot approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for August: 1177, Patrons: 888, Cards Issued: 8, Fines collected: \$169.29, Book Sales: \$1.00, Copywork: \$29.75.

**OLD BUSINESS:**

- a. **Cathy Bollers has drafted a letter asking Platte Valley Bank for help with The landscaping project in front of the library. Terri read the letter to the board and Kathy will hand deliver it.**
- b. **Leonard Roskop was in the process of finishing the new sidewalk and will continue with the other two items we requested. (retaining walls, trees, etc).**

**NEW BUSINESS:**

- a. **The board worked on the new budget for 2003. Terri will submit a copy for inclusion in the Town of Hudson's budget plans before October 15<sup>th</sup>. A copy of the proposed budget was given to the board members.**
- b. **The board discussed changing the monthly meeting to the fourth Wednesday of each month to accommodate both Judy McGill and Karla Huston's schedules. A motion from Dot and a second from Cathy approved the change. It will begin with October's meeting. (October 23<sup>rd</sup>).**

**ADJOURNMENT:** The meeting was adjourned at 6:00 PM with a motion from Gail and a second from Joann.

Respectively submitted: Virginia Swift, secretary.

**AGENDA**  
**WELD LIBRARY DISTRICT**  
**BOARD OF TRUSTEES**  
MONDAY, NOVEMBER 4, 2002  
FARR BRANCH LIBRARY, NORTH MEETING ROOM  
1939 61<sup>ST</sup> AVENUE, GREELEY, COLORADO  
4:45 P.M.

**SPECIAL MEETING – EXECUTIVE SESSION**

**1.0 OPENING OF MEETING**

1.1 Roll Call

**2.0 ADJOURN to Executive session to discuss contractual matters pursuant to  
CRS 24-6-402(4)(e). (Action Required)**

**3.0 RECONVENE to open session (Action Required)**

**4.0 ADJOURNMENT (Action Required)**



# HUDSON PUBLIC LIBRARY

## AGENDA, DECEMBER 04, 2002

### 1. CALL TO ORDER

### 2. APPROVAL OF MINUTES (OCTOBER MEETING)

### 3. APPROVE PAYMENT OF BILLS

### 4. LIBRARIANS REPORT

### 5. OLD BUSINESS:

- a. Video labels & stickers
- b. Bike rack installation (proposal from L. Roskop)
- c. Discuss adopting personnel policy for library

### 6. NEW BUSINESS:

- a. Book signing for Neva Andrews (after the holidays)
- b. Increase hours at the library, increase Bev's hours?
- c. Improvements for library next year
- d. Discuss January's board meeting (time & place).

### 7. ADJOURNMENT

*January 22, Next meeting*

~~meeting~~  
*meeting*  
3:30

*Go Ann  
house  
address  
on  
posting*

*bring salads*



*Get achievements forms*

**HUDSON PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
OCTOBER 23, 2002**

**CALL TO ORDER:** Ellen Korthuis called the meeting to order at 5:10 PM.

**TRUSTEES PRESENT:** Joann Dunker, Dot Sarchet, Virginia Swift, Trustee Karla Huston from the Town of Hudson and librarians Terri Redden and Bev Judd. Cathy Bollers and Gail Copeland were absent for this meeting.

**MINUTES:** The minutes from the September meeting were approved with a motion by Judy and a second from Joann.

**FINANCIAL REPORT: Checking:** \$5,071.48 **Savings:** \$132,856.73 (Moneymarket) **CD:** \$26,372.92. The bills for the month were \$8,323.33. (L. Roskop's bill for sidewalk, landscaping for \$4,050.00 was included). A motion from Virginia and a second from Dot approved the financial report and payment of the bills.

**LIBRARIAN'S REPORT:** Circulation for September: 876 (we reached 10,819 for the year so far) Patrons: 664, Cards Issued: 12, Fines collected: \$86.05, Book Sales: none, Copywork: \$18.45.

**OLD BUSINESS:**

- a. Terri asked to increase the book budget by \$3000.00 and to add \$500.00 in the misc. column. A motion from Joann and a second from Dot approved the change in the new budget.

**NEW BUSINESS:**

- a. Jim Landeck, Hudson's Town Administrator was present to talk about the updated version of the Town's personnel policies. He brought copies for the board members and after going through the relevant parts of the policy asked the Library Board to consider adopting the same personnel policy. Terri was asked to check get a copy of the personnel policy from Weld Library District for comparison. This matter was tabled until the next meeting allowing the board members to look at both samples.
- b. Platte Valley Bank has donated \$250.00 to the library for the sidewalk & Landscaping project. Terri read the thank-you letter to be sent to the bank.
- c. For the board's information: Hudson Library loaned out more books to other libraries in the District than we borrowed this year!
- d. Catholic charities has a pilot program to help indigent travelers, etc. Would the library be interested in cooperating? After a period of discussion, it was decided we were not interested. Terri will relay the decision.
- e. A motion from Dot and a second from Joann approved the budget for 2003.
- f. The next meeting will be changed to December 4.

**ADJOURNMENT:** The meeting was adjourned at 6:20 PM with a motion from Virginia and a second from Ellen.

Respectively submitted: Virginia Swift, secretary.